

3/17/05

RCP TEAM LEADER DUTIES

Reports

- View and monitor each sites daily receipts and weekly reports for potential discrepancies; address areas of concerns to liaisons for resolution in timely manner.
- Prepare and gather data from liaisons of accomplishments, achievements, letters of appreciation, etc for input to SAR
- Ensure liaisons are notified to pull daily and weekly reports for their assigned backup sites when needed

Technical Assistance

- Provide technical guidance to liaisons in resolving areas of concern with host depots, DRMO's, item managers, and customers.
- Assist liaisons with help in obtaining pertinent data from various automated systems such as MIDAS, DSS, etc, when requested.
- Ensure liaisons understand and initiate new policy changes for the RCP program
- Provide assistance or guidance to DLA auditors/inspectors. Provide assistance to auditors/inspectors outside of DLA as directed by HQ DRMS.

Training

- Provide guidance and training to new liaisons
- Provide training to potential customers on the benefits and uses of the RCP program
- Suggest training or classes that would benefit the liaisons as well as the RCP program

Travel

- Training of new liaisons
- Quality visits - to inspect areas of concerns from DRMS and host depots
- Off-site visits - to obtain FLIS plus information, photos, and monitor RCP shipment in the absent of primary liaison when needed

Analysis

- Compile data for analysis of generation variations from month to month.
- Compile data on types of commodities reported by the different DLA Depots
- Compile data on separate incidents of work impacts due to depot personnel.

Administrative Assistance

- Provide administrative support to the RCP Liaisons in the respective region regarding emergency leave requests.
- Provide administrative support to the RCP Liaisons in the respective region regarding short leave periods (less than four hours).

Provide Flis plus and photos information to customers; initiate demil challenges; pull daily and weekly reports; monitor RCP shipments; provide original DTID information to DRMO; resolve discrepancies from depot or GL; provide assistance to liaisons with on/off-site briefings when needed; and submit required reports in a timely manner.